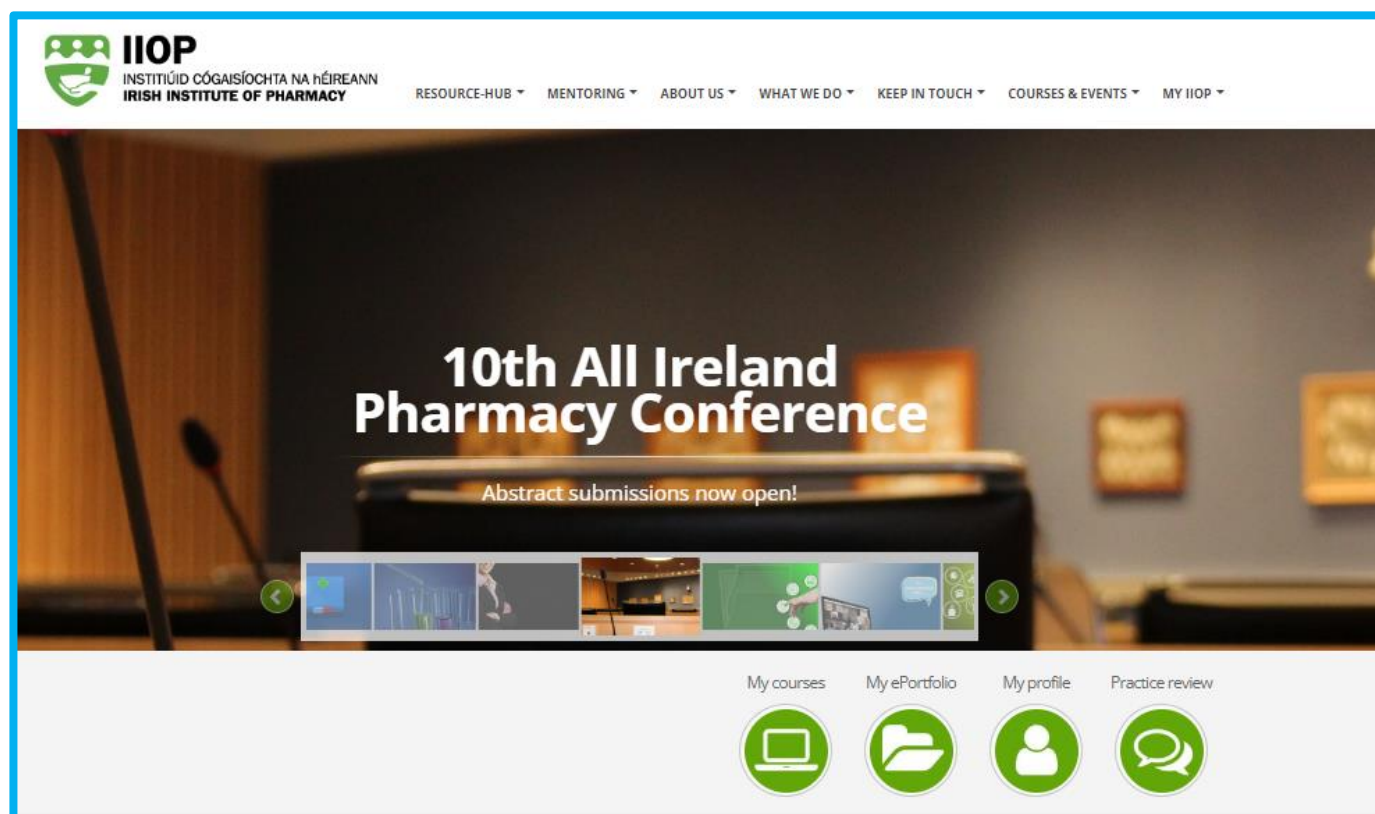# A Guide to the IIOP ePortfolio

About

The IIOP ePortfolio has been specifically designed to meet the Continuing Professional Development (CPD) needs of Irish pharmacists. This online tool allows you to plan, record and reflect on all aspects of your CPD. The design is informed by the IIOP's CPD model and by the domains, competencies and indicative behaviours of the PSI's core competency framework (CCF).

This guide will describe the structure of the ePortfolio and provide you with instructions in how to manage the CPD cycles within your ePortfolio.

For more information on how to create a CPD cycle in the ePortfolio, please review the Step-by-Step Guide to Creating a CPD Cycle in your ePortfolio Support resources link.

How to access your ePortfolio

When logged in, click on the *My ePortfolio* button to access your ePortfolio homepage.

Irish Institute of Pharmacy Homepage

The ePortfolio Structure

The IIOP ePortfolio is made of up several areas you can access by clicking on the relevant icon.


ePortfolio Homepage

ePortfolio Home   Takes you to the IIOP ePortfolio main page.

Manage Cycles   This opens a sub-menu of options including "Add a cycle", "My Open cycles", "Abandoned cycles", "Completed cycles" and a Search function.

My Progress   This area will provide you with an overview of your CPD Cycles, and provide information on for example, the Core Competency Domains identified in your cycles and number of open versus closed cycles. This area becomes useful over time once you have cycles created in your ePortfolio.

Reviews   This area provides a summary of each ePortfolio Review you have participated in. You can also download any ePortfolio Review certificates you have received.

Support Resources   Here, you can access all the ePortfolio and ePortfolio Review guides. For further support, you can contact the team at **info@iiop.ie**.

Managing Cycles Options

When you click on the 'Manage cycles' tab, this opens the 'Open cycles' page and a sub menu of options where you can manage all your cycles and add new ones or search for cycles.
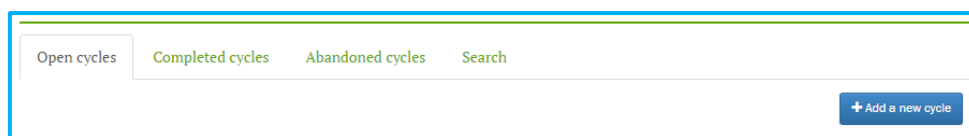
Manage Cycles Homepage

The Manage Cycles section contains four different areas you can access by clicking on the relevant icon.

Add a new cycle	This button opens the Add a new cycle screen where you go to create and name a new CPD cycle.
Open cycles	A list of cycles you have begun and not yet finished (Completed).
Completed cycles	A list of the cycles you have completed.
Abandoned cycles	A list of the cycles you have abandoned in the past.
Search	This takes you to the search function. This is an input box where entered letters or numbers automatically return a list of matched cycles.

We will now describe each of these sections in more detail.

Open Cycles

This area of the IIOP ePortfolio gives you a list of all your open cycles with the most recently created cycle at the top. You can view your progress for each cycle based on the colour within each cycle stage.

Open cycles area of the ePortfolio

You can click on the name of a cycle to enter the cycle and work on it further.

Completed Cycles

This takes you to a list of the cycles you have completed, listed by the cycle creation date.

You can 'reopen' these cycles by sending them back to the *Open Cycles* folder for more editing. Select the cycle using the tick box on the left hand column and click the *Re-open* button.

	Title	Cycle Type	Created	Closed
Open cycles	**Completed cycles**	Abandoned cycles	Search	
☐	Versatis	Manual	02/11/2023	27/09/2025
☐	Getting started with CPD	Manual	24/11/2022	27/09/2025
☐	Interview Preparation	Manual	24/11/2022	27/09/2024
☐	SOP Development	Manual	24/11/2022	27/09/2024
☐	Diabetes	Manual	01/06/2021	27/09/2024

Select cycles for further action.

⬡ Re-open   🗑 Abandon

When you are selected for ePortfolio Review, you may only submit completed cycles.

If you create a cycle and decide you no longer want to progress that cycle, you may choose to abandon it by clicking the tick box on the left-hand column and clicking the *Abandon* button**.**

My Abandoned Cycles

All your abandoned cycles are listed here. You can reactivate an abandoned cycle at any time by selecting the cycle using the tick box on the left-hand column and clicking the *Reactivate* button. This will bring the cycle back to your open cycles area.

	Title	Cycle Type	Created	Abandoned
Open cycles	Completed cycles	**Abandoned cycles**	Search	
☐	Versatis	Manual	02/11/2023	27/09/2025
☐	Getting started with CPD	Manual	24/11/2022	27/09/2025
☐	Interview Preparation	Manual	24/11/2022	27/09/2023
☐	SOP Development	Manual	24/11/2022	27/09/2023
☐	Diabetes	Manual	01/06/2021	27/09/2023

Select cycles which you want to reactivate and click the button below.

⬡ Reactivate

Searching for a cycle

If you cannot find a cycle you have created, you can search for it using the search bar function. It is only possible to search for a cycle title. In the example below, typing "my first…" will find all cycles with those keywords in a cycle's title. Here you can see the search function finds two cycles with those keywords.

Cycle		Status	Created	Last edited	Submitted
Open cycles Completed cycles Abandoned cycles **Search**					
my first					
My First Cycle	CCF	Closed	17/08/2021	20/12/2023	no
My First Cycle		Closed	10/11/2021	29/07/2022	no